

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	NE-HPT-122-07
		募集締切日： Closing Date	28 Feb 07 1 st cut off: 17 Jan 07 2 nd cut off: 7 Feb 07
		発行日： Date of Issue	28 Dec 06
1.職種名 Job title (等級 Grade <u>3</u>／語学等級 LAD <u>N/A</u>) Work Order Clerk, #280 (作業命令事務職) <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		募集人数 No. of Recruitment <div>1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Services Operations Department Auto Services Center Service Counter 勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT <input type="checkbox"/> 常用 Permanent 時給 940 円 <input type="checkbox"/> 限定 Limited Term (__ カ月 Months)	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days 5 days/week 勤務時間 Work Hours 8 hours/day between 0630-1730 休憩 Recess Period 60 minutes/day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties: Performs work involved in the initiation, processing, recording and control of work orders. Typical duties include: (1) receives written or verbal requests for work to be performed, records pertinent data such as nature of work, location, and requestor and classifies as to urgency, i.e., emergency, routine, deferred, special; (2) coordinates with proper personnel to gain authority for performance of the work, authorization of funds, inspection of work site and preparation of engineering drawings or sketches; (3) confers with production personnel to obtain proper shop routing for performance of work; (4) maintains and prepares a variety of correspondence, control sheets, reports and other action and record documents to record the progress and completion of work. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification / Physical Requirements a. One year of general work experience or completion of 2-years junior college/2-years of technical school or 4-years degree in any field. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer such as Microsoft Office. d. Ability to lift, and carry merchandise up to 40 lbs (20kgs). e. Ability to understand NEX, CFAY, CNFJ, and GOJ regulations on this work field. f. Ability to speak, read and write English at average proficiency level. g. Ability to speak, read and write Japanese at native language level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional 学歴 Educational Background : N/A 免許証／修了証 License/Certificate Required : N/A			

<p align="center">8.提出するもの Application and Associated Documents</p>	<p align="center">職務状況 Working Condition</p>
<p>* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil</p> <p>* <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY From) http://hro.cnfj.navy.mil</p> <p>* の記入は *Complete in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー</p> <p>For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	<p>Works on holidays and irregular schedule.</p>

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違いの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)
*部隊担当者名 Office/POC: NEX 人事課 軍電 (DSN) 243-5149 .

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間: 月曜- 金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)
*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Ms. Baba	軍電(DSN) 243-5149
PD No.: NEX-SEC-003-PT	PD is accurate and current. Certified by Activity: tb HRO: AH 12/26 ah 12/26

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません。Submitted applications will not be returned.

交通費支給。勤務時間が週 30 時間以上の場合、社会保険の保障があります。

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。